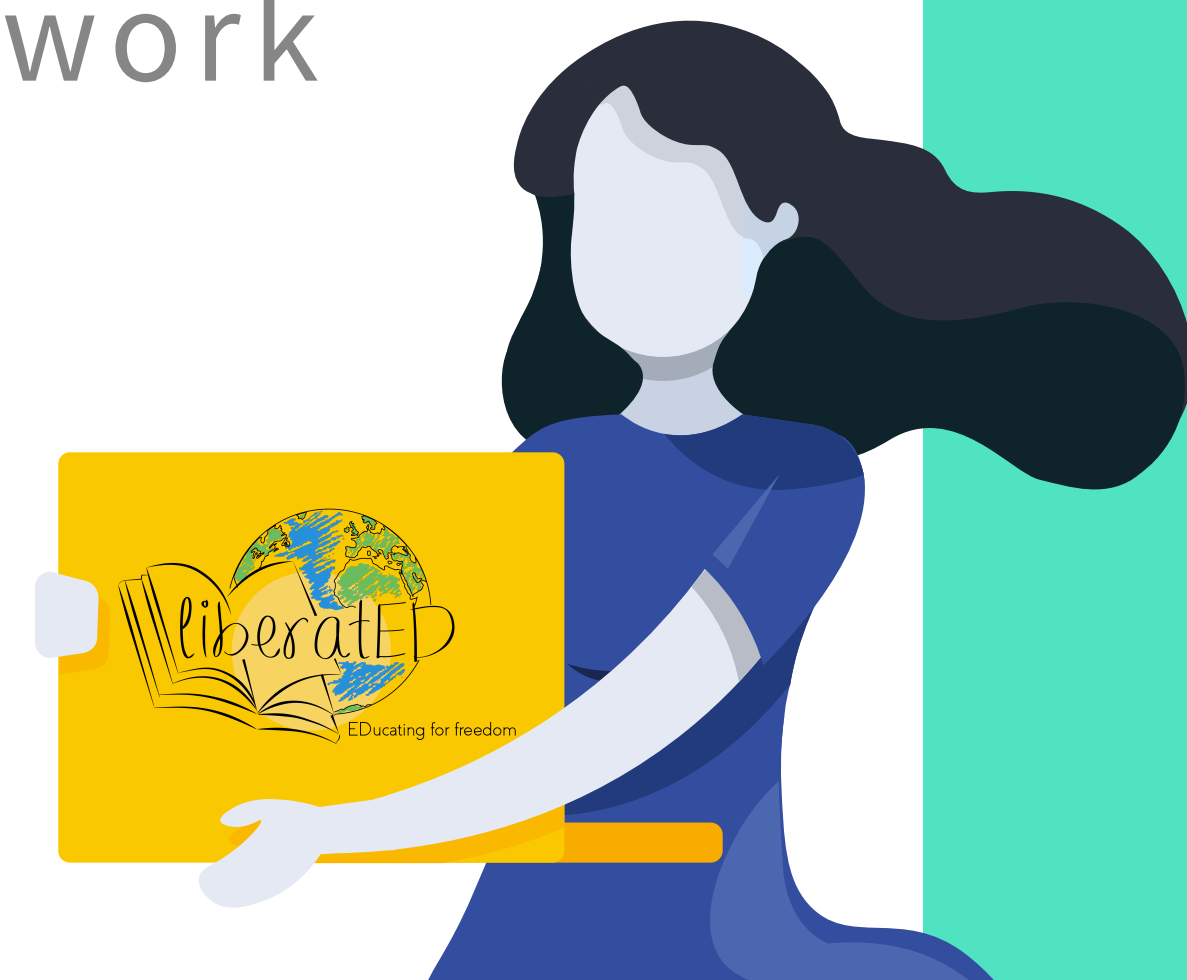


# Recognising Legitimate Employment

How to recognise whether a job is legitimate, a checklist to make chasing your dreams safer, signs that you may be being exploited at work and suggestions to get help.



# Warning signs that a potential job may not be legitimate:



**If it sounds too good to be true, then it might be, especially if**

- It has a very high salary;
- They approach you (and you did not apply); and/or
- You get the job straight away;
- There is no requirement for skill or experience, or language;
- There is no detailed description of the job position;
- They want you to travel/start as soon as possible;
- There is no contract;
- they promise accommodation and transport without providing other details or agreement relating to employment.



**Have you been asked to make a payment?**

– If you have been, then it may be a scam.



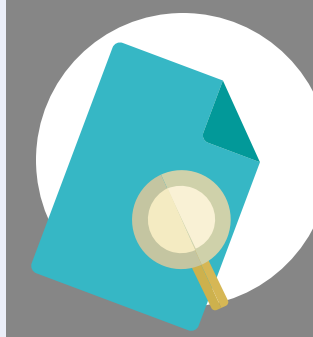
**What has the communication been like with the potential employer?**

Email:

- Does the email address match the company name?
- Have the emails been unprofessional (mistakes and errors, unnecessary capital letters, failure to provide location information)?

Interview:

- Have you been asked to undertake an interview using messaging service/chat or text message?



**Research the company – you really need the below details to help you determine if it is a legitimate employment opportunity:**

a. Is there a website?

- Is the website consistent with the job posting?
- Is the website professional?
- Is there contact information on the website?
- Are there jobs and career information on the website?

b. Does the company name check out?

- What is the company name?
- Is the company name registered?
- Is there a name and address of the potential employer?

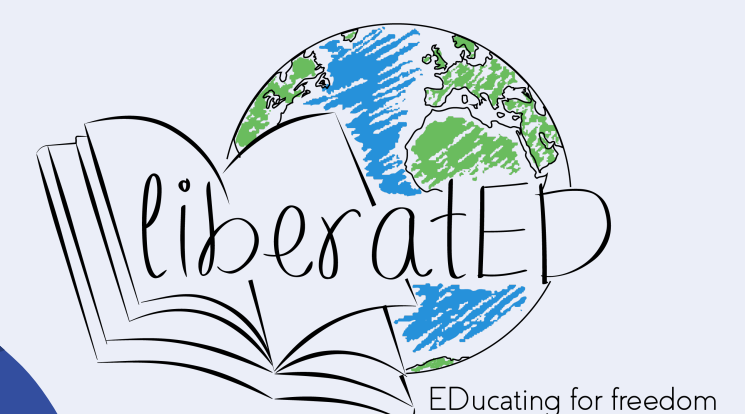
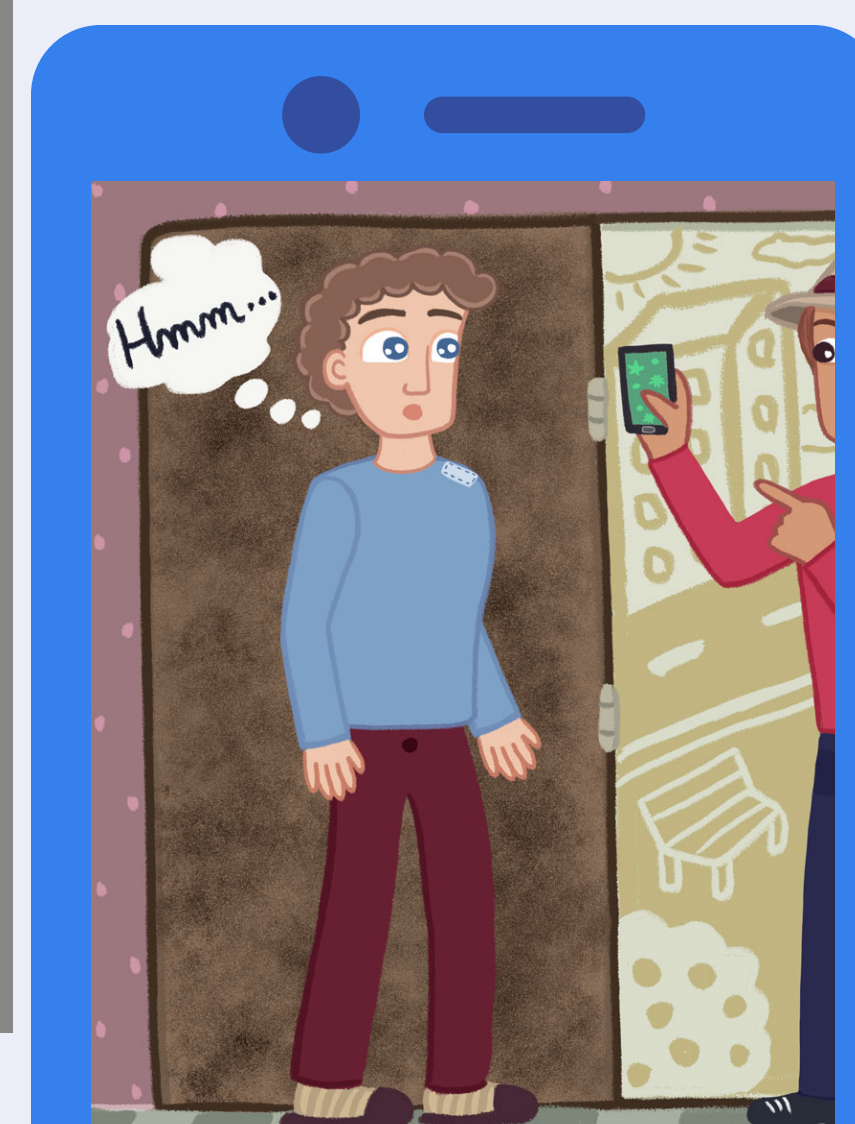
c. What details about the position/job do you have?

- How much will you be paid?
- How often will you be paid?
- What are your working hours?
- Is there a contract?



**Have you been asked to share personal information early on?**

– this may also indicate that it is not a legitimate job.





# Checklist BEFORE travelling to any position



- I have read and checked any potential warning signs that the position may not be legitimate.
- I have checked that the company (and employment agency, if I was hired through an agency) is registered.
- I have a contract that:
  - is written in a language I understand;
  - clearly states the name, address, contact number of the employer and workplace and identifying numbers of the employer and the business;
  - details the period of employment that I was hired for;
  - details how much I will be paid, when I will be paid and how often;
  - details my working hours;
  - details my responsibilities; and
  - details the employer's responsibilities.
- Both myself and the employer have signed the contract.
- I have valid work permits for that country.
- I know, and have memorised the emergency contact number for help in the country I am travelling to, and any countries I am transiting through.
- I know the telephone number and address of my nationality's Embassy in the destination and transit country I am travelling to.
- I have memorised the telephone number of at least one (preferably more than one) trusted person.
- I have enough information about:
  - who I may be travelling with;
  - the route I will take;
  - the address I will be staying;
  - my workplace.
- I have informed at least one trusted person about my travel (including who I am travelling with, where I am going, my travel route, my accommodation address, workplace and any other details I have).
- I have a secret 'safeword' or phrase that I have given to my trusted person(s). If I use this phrase later, then they know that I am in trouble.
- I have enough money to return earlier if I need to.
- I have a credit card I can use for emergencies.
- I have a copy of my travel documents with me.
- I have a phone that I can use internationally, and I have enough credit.
- I know and can speak key phrases in the country's national language.
- I have travel insurance and a photocopy of this insurance.





# Signs that may indicate you are being exploited:

## Your employer, supervisor, or somebody who helps them



has removed or is withholding your passport or other identification document(s)



is threatening, hurting or intimidating you to stop you from leaving (this includes but is not limited to physical abuse, sexual abuse, threats of any abuse [to yourself, colleagues or your loved ones], locking you in your workplace, accommodation, or another place, threats to report you to the police or immigration authorities)



uses very strict rules to control you.

This might include:

- not letting you sleep at all, or enough;
- not letting you have rest breaks;
- not letting you eat or have access to food/water;
- denying you medical care;
- Isolating you and/or not allowing you to communicate with other people outside of your work (family, friends, social services, NGOs, police etc.)



is not paying you, and/or only pays you some of what was promised, and/or controls your money

is not respecting the working conditions that were agreed - this may include the type of work, working hours, living conditions and/or the pay



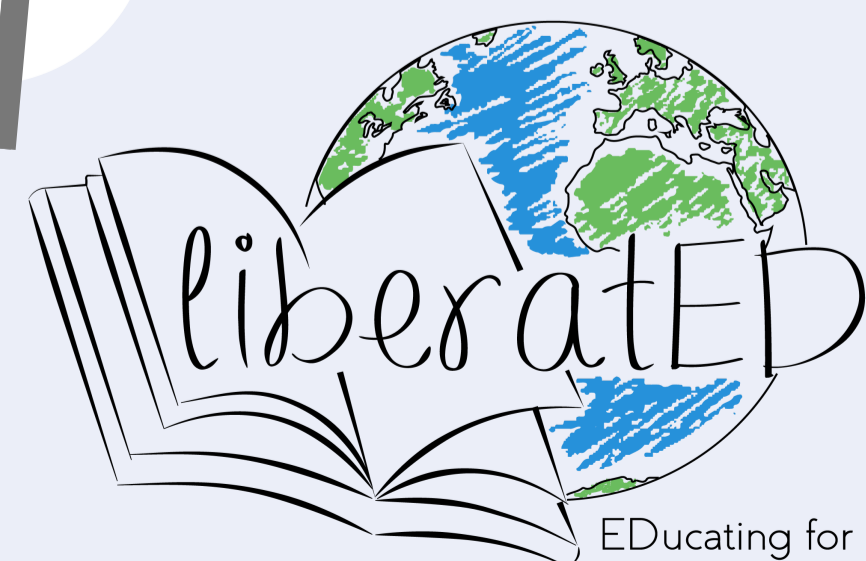
is asking you to perform labour, services or commercial sex acts to repay debts (sometimes a person may manipulate your debt to make it harder to pay off, or try to make you think that you cannot leave until the debt is paid)



does not allow you to move freely



is not respecting the terms of your contract or the employment laws of that country (some examples here may be if you are not paid fairly, discriminated against, sexually harassed or exploited, and/or if your health or safety is put at risk).

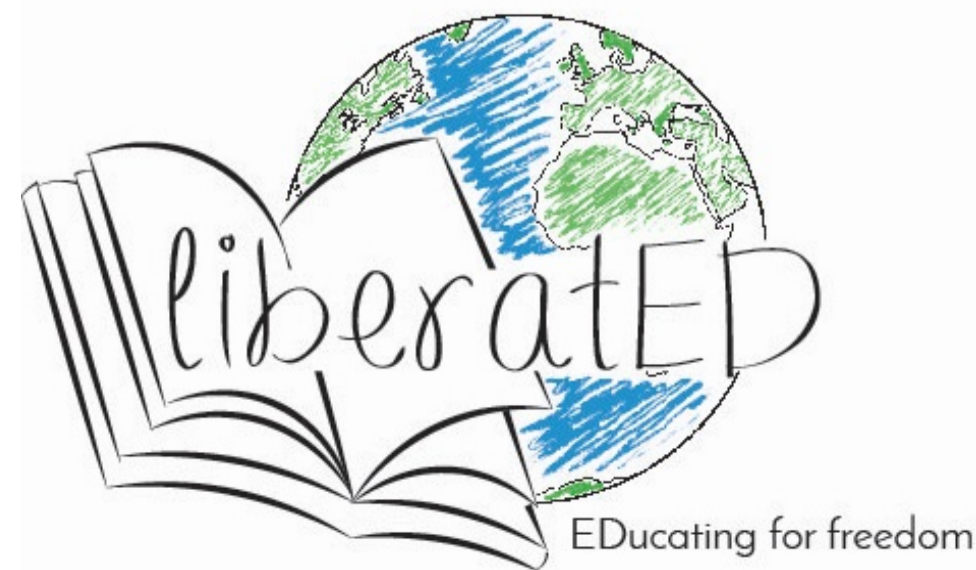
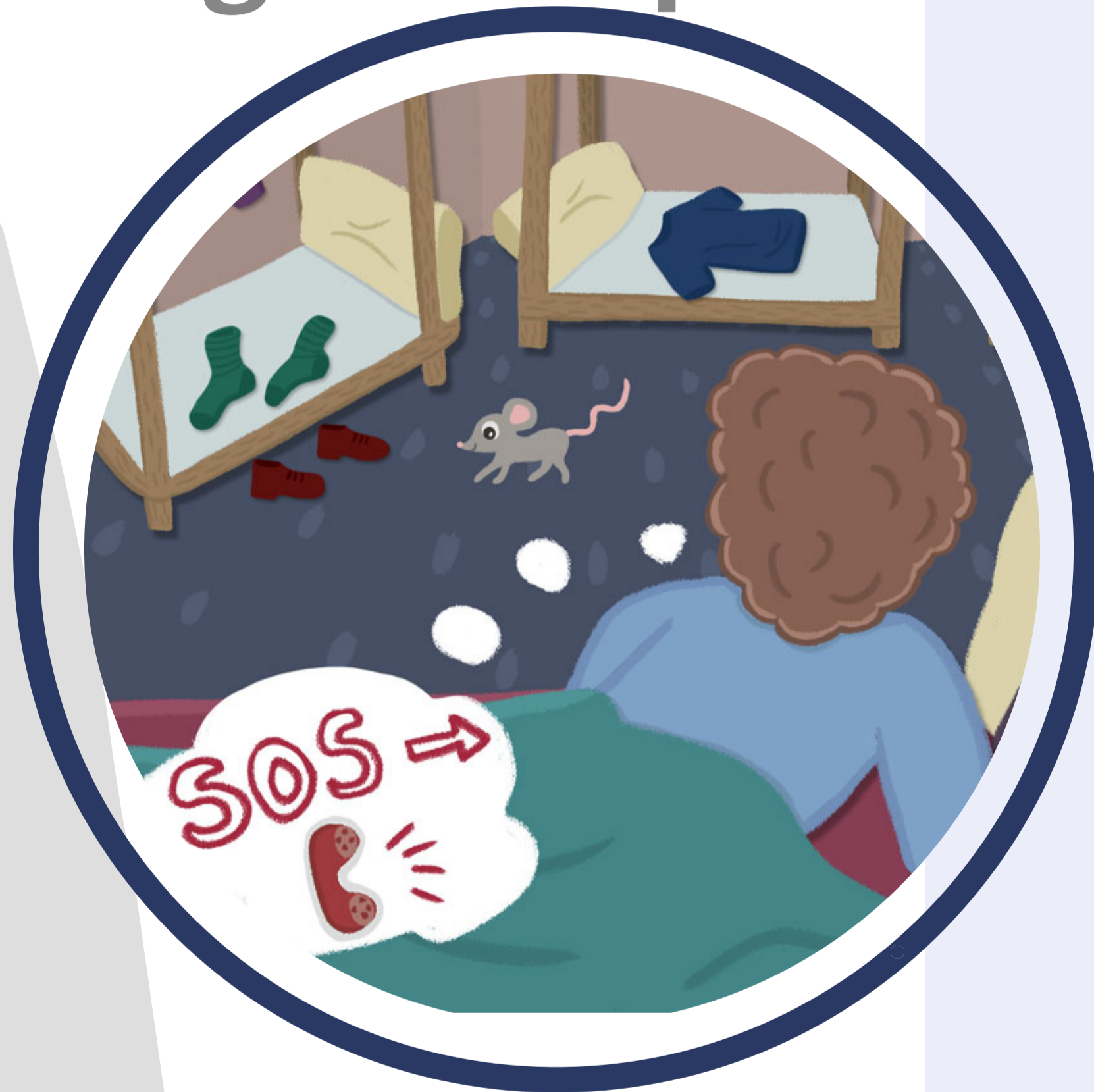


EDucating for freedom

Please be aware that there are many different and complex signs and these are just some potential signs.

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# Suggestions to get help:



Call the **emergency** number of that country (keep in mind different countries may have different numbers. Common numbers are 112, 911, 999, 000).

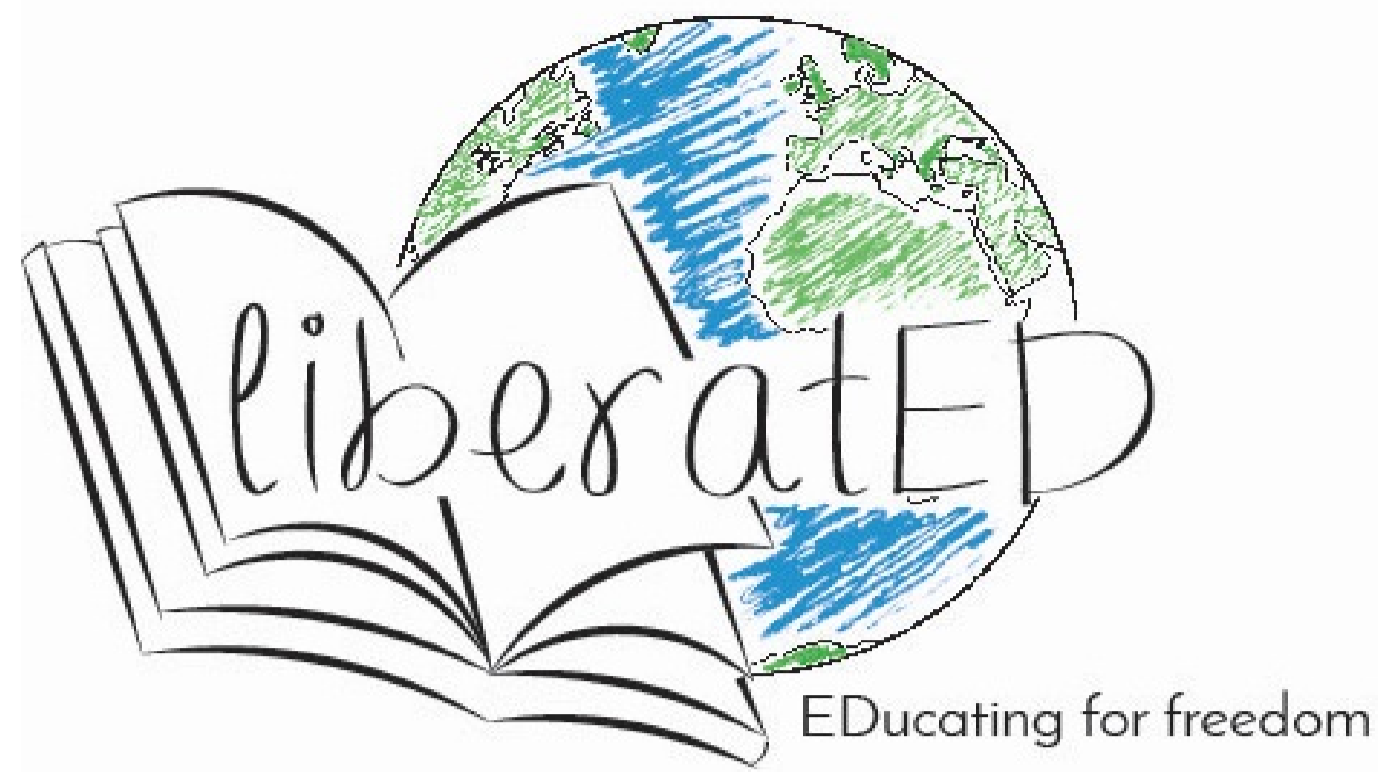
Call or go to the nearest **embassy** or **consulate** for your nationality (wherever possible research this before travel).

Contact the **International Organisation for Migration (IOM)** in that country or your home country.

Contact a **trusted person** and/or use the safe word to alert your trusted person that you are in an unsafe situation if you are able.

Run to a **public place** such as an institution, hospital, library, post office, etc.

Contact a local **NGO** or social service provider for help (where possible, find this before you travel).



## Four key things to remember:



1



Chase your dreams and opportunities but do your research and follow our preparation checklist before taking any position!

2

If it sounds too good to be true, then it probably is.



3



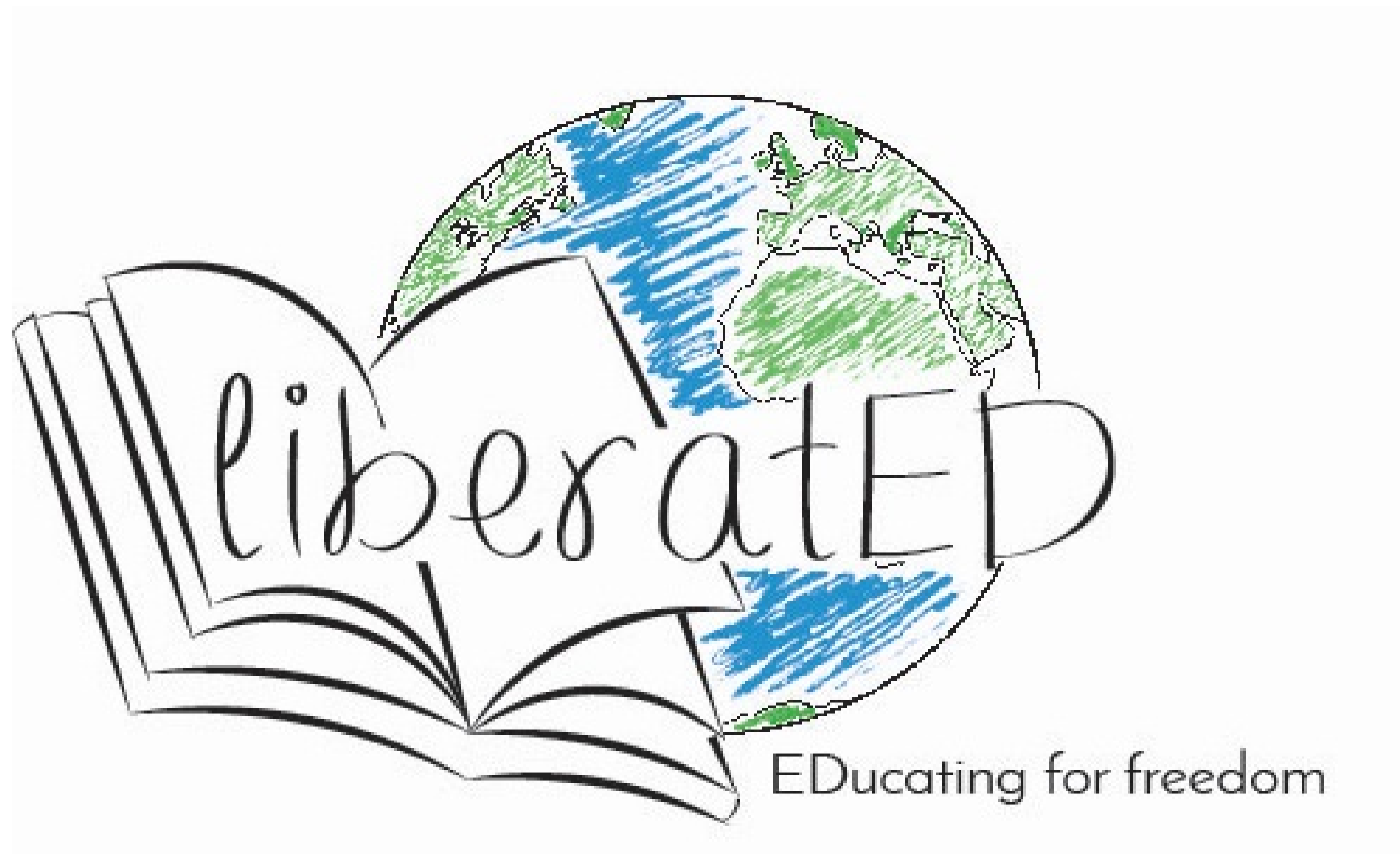
Follow your instincts – if you have a feeling that it is not real, then it probably isn't.

4

If you end up in a situation of exploitation, remember it is not your fault, and there are people who can, and will help you.



For more information please visit  
[www.liberatED.global](http://www.liberatED.global)



liberatED is on a mission to reduce human trafficking.

Our vision is a world of empowerED and liberatED individuals, free from human trafficking.



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